**Community Church of Chapel Hill Unitarian Universalist**

**Board Meeting Minutes**

**September 9, 2014**

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| **Attending:** | Mary Hulett | Peter Bird | Thom Belote |
|  | Ginger Long | Mike Vann | Becky Waibel |
|  | Cathy Cole | Laurence Kirsch | Elsbeth van Tongeren |
|  | Dave Klibanow | Richard Edwards | Andrew Hennessy-Strahs |
| **Guests:**  | Kathy Putnam |  |  |

1. **Welcome**

Dave Klibanow opened the meeting with a reading.

1. **Approval**

Review of August Minutes

Elsbeth made a motion to accept the August Minutes.

Cathy seconded the motion.

All in favor with none opposing.

1. **Announcements**
	1. **Binkley Baptist Announcement—**shared information on social justice seminar being held at Binkley Baptist: Righting Wrongs.
	2. **New Member Reception (9/28, 2p—4p)—**asking for a Board Volunteer to attend this reception at Peter Witt’s home.
	3. **November Meeting—**will be rescheduled for November 4th, 7pm.
	4. **Healthy Communications Table—**there are two slots left to be filled for upcoming services (21st and 28th). Seeking Board Volunteers to be at the table. Also discussed need to document follow up to issues brought forward by members of the congregation.
	5. **Christmas Party December 14**
	6. **Annual Board Retreat—**January 9th and 10th.
	7. **HKonJ Annual Retreat—**Tuesday, September 16th from 10a to 4p**—**is having a retreat. Marni Goldshlag will be attending on The Community Church’s behalf.
2. **Old Business**
	1. **Minister’s Report—**Thom Belote provided his report in advance of the meeting. Discussed support needs for installation as a Minister on Saturday, January 17th. Also commented on the attendance numbers for recent services which have been very positive.
	2. **Board Nominating Guidelines—**Kathy is here on behalf of the Nominating Committee and asked the group for ideas and/or potential nominations. Clarified that former Board members can run or be nominated for the Board. Discussed the role of the Nominating Committee in reviewing and screening nominees who either self-nominate or nominate someone else, particularly those who are considering running for a position as an officer of the Board.
	3. **Committee on Ministry—**Mary shared discussion from CoM around the Board’s interpretation of policies on the CoM. Discussed that membership term should run on fiscal year term—the CoM membership will work on staggering terms among its members.

**<<The Board went into Executive Session to discuss possible appointments to the Committee on Ministry.>>**

**<<The Board exited Executive Session.>>**

* 1. **Stewardship Committee—**Becky Waibel reported on efforts to find people to help with Stewardship communications and the social side of things; Still missing someone to lead the Stewardship group. Looking at doing some kind of training once the Committee is established. Peter Bird agreed to serve as liaison between the Stewardship Committee and the Board.
	2. **Getting Started Retreat—**we have 38 people coming to this retreat. Lunch will be provided and paid for out of the Transitions line item. Format for the meeting will be large group in the Jones Building. Program will include general discussions around current state of the church and next steps. Discussed need for a user-friendly document describing the Strategic Plan. Strategy Management Team will look at the materials on the website for their utility.
	3. **Space Assessment Team Report—**The Space Assessment Team met last week. Listening sessions will be advertised in the church program announcements with a description of basic premises and ideas/suggestions for future space/renovations. Sessions will be held on September 28th and October 5th. Planning to come to the Board in October with a report. Utilized Laurence’s 10 year plan to review a variety of financing scenarios. Discussed importance of communicating that any decisions made will be made by the congregation as a whole, not by the Board itself or other committee.
1. **New Business**
	1. **Finance Committee**
		1. **Final report on financial results for FY2014—**Laurence presented the final report for FY2014, which has yet to be reviewed by Ginger Long. Discussed the need to move the $8,361 in the Services Auction Fund to other accounts. [Subsequent to the Board meeting, $2,000 was moved to the Straley Travel Fund (within the Youth Ministry Activity Fund) and the remainder was moved to the general operating budget.] Also discussed the ambiguous distinction between the Benevolence and Minister’s Discretionary Fund—Thom will present his ideas at the next Board Meeting.
		2. **Effect on FY2015 budget—**based upon what we currently know, there is no reason to amend the current year budget; however, there may need to be policy changes reviewed in terms of maintenance and operating reserves. These discussions will be brought to the October and November meetings.
	2. **Governance**
		1. **Home for Grievances—**The Board has had conversations regarding the Grievance Process and where it will be housed. This responsibility has been taken from the Committee on Ministry, but has not been assigned elsewhere as yet. Many churches have a Committee on Right Relations, the purpose of which is to support resolution of concerns/complaints, etc. There is a thorough policy for addressing grievances between congregation members that has been developed by the Committee on Ministry.
		2. **Charters for Ministries—**In the past, the Board has reviewed the charters for ministries, but this is now a responsibility of the Minister. Discussed need for a policy that clarifies the process for review of charters for ministries. Maintenance and location of charter documentation will be part of the policy review.
		3. **Web Page—**discussed need to address support for updating the web page and managing the web presence on a regular basis. The Communications Team is working on this, but the question remains on how to support this financially as there is not currently money in the budget to support this function.
			1. **Executive Committee Meeting—**web page needs to be revised—currently states the Executive Committee meets prior to the Board Meeting, which has not been the case this year. Cathy will be reviewing and updating.
			2. **Governance History—**told from the point of view of when the Governance Policy was passed. Cathy will be reviewing and updating.
	3. **Annual Survey Results—**Becky provided a summary of the major points from the survey. We are not going forward with Adult Sunday School, based upon results. Strategic Management Team is meeting next week to review the results in more detail. Answers to the Communications questions demonstrated a wide range of preferences in terms of communication. Also discussed mechanism for feedback and reissuing the survey next year.
	4. **Mission Statement—**Discussed the Mission Statement for The Community Church of Chapel Hill UU. Thom and Mary led discussion regarding the need for a memorable and resonant mission statement that can be easily incorporated into meetings, worship, stewardship and church activities. Rather than pursue rewriting the Mission Statement, discussed need for a short-hand description that could provide a touchstone for keeping the Mission Statement top of mind.
2. **Closing**
	1. **Action Items—**Mike shared
		1. **November Meeting**
		2. **Thom’s Installation**
		3. **Getting Started Retreat on 9/13**
		4. **New Member Reception**
		5. **Seminar at Binkley Baptist**
		6. **Review Relationship Between Benevolence Fund and Minister’s Discretionary Fund**
		7. **Thom to Talk with Marion about the disposition of the $8,361 in the Services Auction Fund**
		8. **Review Communications**
		9. **Cathy—Committee on Ministry**
		10. **Becky--Stewardship**
	2. **Process Observations—**Kathy described the meeting as very open with healthy input from the group of people.
	3. **Closing Words—**Dave closed the meeting with a reading.